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17 August 1959

MEMORANDUM FOR: Administrative Staff, CR

SUBJECT : Evaluation of Office of Training Area
Studies Courses.

1. The Training Area Studies courses, especially on the Near, Middle and Far East, and Africa given by OTR have in the past been excellent in providing needed background for some of our analysts who code Intelligence Information Reports into the Intellofax System.

2. However, with our tight processing schedules, it is difficult to spare even one analyst three times a week for some eight weeks in order to attend the classes on the other side of the reflecting pool.

3. If the course could be concentrated to two weeks on a full time basis, it would lessen the disruption to our daily work when one of our analysts attended.

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Chief, Document Division

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